

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCJ-306-81-4
DATE RECEIVED	Feb. 5, 1981
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-12-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. International Communication Agency

2. MAJOR SUBDIVISION
Associate Director for Educational and Cultural Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Samuel B. Staton

5. TEL. EXT.
724-9783

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 2/1/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Chief, Message Center and Records Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Geographic Areas - General Subject/Country Files. Records pertaining to the operation of the educational and cultural programs of a particular geographic area and/or country and including annual reports, evaluations, agreements, program proposals, budget analysis and general administrative material. Cutoff annually. Transfer to FRC when 2 years old. DESTROY when 5 years old.	RMH(A)190201 (NN-171-111/6)	
2.	Geographic Areas - American and Foreign Grantee Files. Individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation data and related correspondence. Cutoff on termination of grant. Transfer to FRC 1 year after termination of grant. DESTROY when 5 years old.	RMH(A)190202 (NN-171-111/7)	<i>2 items</i>

*Closed Out: 2-17-81: K.T.D.
Copy sent to Agency, NCW & NNF
" " " DOS 18 FEB 81*